**Destiny Librarians’ Handbook**

**What is Destiny?**

Web-based library automation software (can be accessed on any computer connected to the internet.) Database backed up automatically every night at district. This backup ensures that all daily transactions, configuration, and setup information for Destiny is preserved should there be a need to restore.

**Where to go for help:**

1. Destiny’s searchable [online Help](http://destinyhelp85.fsc.follett.com/)
2. Call Follett at 800-722-7424 or 815-344-8700 for tech support (they will ask your Customer ID# and version of Destiny, which is 8.5), or email Tech Support at [techsupport@fsc.follett.com](mailto:techsupport@fsc.follett.com)
3. AL webpage <http://ex.susd.org/aleggat>

ITS website <http://its.susd.org/techresources.htm>

SUSD Teacher Librarian Online Survival Kit <http://arcadia2.susd.org/tl/>

**Getting started** – log in to your computer using your **Novell login**. You also have access to 4 Novell library logins to use on student search stations:

Username is 4lettersschoolnamelibst (e.g., **cochlibst, arcalibst**), password catalog,

**and**

2 Novell library logins to use for library assistants or other adult helpers:

4lettersschoolnamelib (e.g., **cochlib, arcalib**), password library

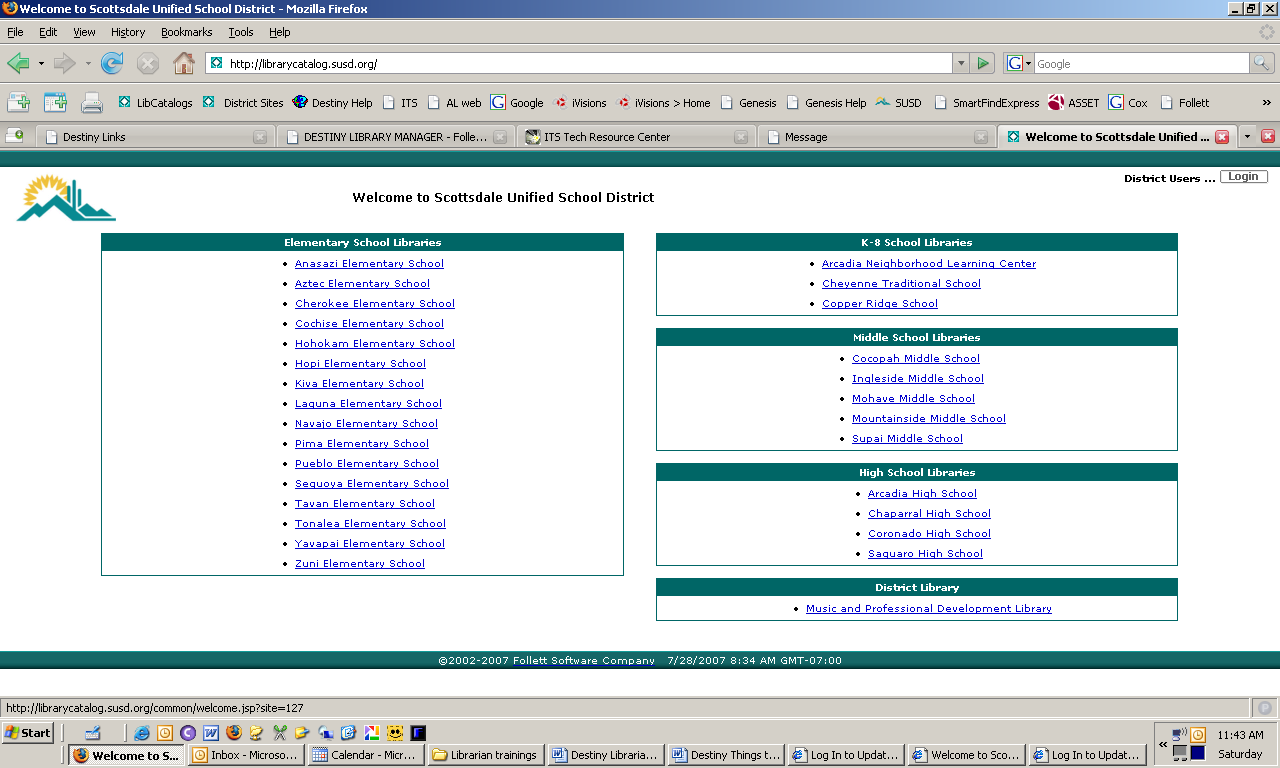
Once logged in to Windows, open Internet Explorer to get to the SUSD Destiny catalog site:

<http://librarycatalog.susd.org>

**Destiny Shortcuts and Desktop Icons**

Our Destiny district home page is [http://librarycatalog.susd.org](http://librarycatalog.susd.org/).

To go directly to your library’s catalog *rather than to the list of Destiny schools in the district*, find the 3-digit **Destiny Site ID #** of your library by hovering over your school name on the home page.  For example, when you hover over "Zuni Elementary School" you will see the site ID 127 in a URL at the bottom, footer area of Internet Explorer (see image below.)



place cursor here to view URL

The URL to link to or add to your desktop as a "shortcut" for your school site uses the following pattern:

[**http://librarycatalog.susd.org/common/welcome.jsp?site=###**](http://librarycatalog.susd.org/common/welcome.jsp?site=##)  
  
### = your Destiny site ID. For example, Zuni Elementary School would use "127."  
  
SAMPLE for Zuni Elementary School catalog:

<http://librarycatalog.susd.org/common/welcome.jsp?site=127>

You can create a link in Internet Explorer for your catalog page, or add it to your Favorites list, or you can create a shortcut on your Desktop for Destiny. Once you type the URL for your catalog into the address line of Internet Explorer, copy the URL before clicking on Go or Enter. It will not work if you go to the site, then copy the URL (gets a timeout and sends you to the district catalog site). An address that looks like this is **incorrect**:

<http://librarycatalog.susd.org/cataloging/servlet/presentadvancedsearchredirectorform.do?l2m=Library%20Search&tm=Catalog&l2m=Library+Search>.

**The address that you use for your link, Favorites or shortcut must be the shorter form referenced above.**

For a desktop shortcut, you can also just go to the catalog page and drag that address (from the address bar) onto your desktop. Right click on the shortcut, select Properties, then type the address explained above (<http://librarycatalog.susd.org/common/welcome.jsp?site=XXX)> in the line that says URL.

**Logging in to Destiny**

On the opening page, click the button in the upper right corner. Use your **Destiny login** (your username, password you have selected after changing default, or if you are on a Circ Desk, you may use the following:

Circ Desk username: schoolnamecirc (e.g., **cochisecirc, arcadiacirc**), password destiny.

To change your password from the default value:

1. Click the Back Office tab.

2. From the sidebar, open the Find Patron page.

3. Enter your name and click Search. The results list appears.

4. Click the edit icon (edit ). The patron record form appears.

5. Scroll to the bottom of the form, and change the password. Save the change.

After logging in, you will see tabs for Catalog, Circulation, Back Office, and My Info. Each tab has its own set of options on the left sidebar.

The **Catalog** tab contains all the functions you need to maintain bibliographic records: adding, duplicating, editing, importing, and deleting them, as well as searching for them.

Likewise, you can perform all of your **Circulation** tasks — checkouts, checkins, renewals, holds/reserves, and fines (for lost or damaged books) — with the functions available on the Circulation tab.

The **Back Office** tab contains all the functions you need to maintain your patron records: adding, editing, importing patron records, and importing patron pictures. You will also find functions for setting up your library, taking inventory, and producing reports and labels.

The **My Info** tab contains the logged in user’s transaction information, including a list of the items they currently have, items they've requested, fines they owe, etc.

**About browser settings and navigation**

To enhance your view of Destiny, Follett Software recommends that you set your monitor’s screen area to at least 800 x 600 pixels (Go to your computer’s Start button, select Settings, then Control Panel. Double click on Display to access Settings.) If you would prefer to use a larger font in Destiny, you can change the font size in Internet Explorer: go to View, Text Size, and select the size you like.

**An important note from Follett:**

***To ensure successful navigation through the Destiny pages:***

*• Do not use Ctrl-N to open new windows.*

*• Do not use your browser’s Back button to return to previous Destiny pages. As you navigate through Destiny, you create a trail of* ***breadcrumbs*** *that appears along the green bar underneath the tabs. To return to a previously visited page, click on the desired crumb in the breadcrumb trail.*

**Understanding Patron Type and Access Levels**

***Patron Type*** defines the borrowing rules for library patrons. It deals with circulation (the number of books that can be checked out at one time and for how long.) Sharon has requested that all SUSD librarians use the following standardized Patron Types. Sharon writes:

*Patron types need to be standardized to enable statistical reports. Please use the following.*

*Patron types can be easily changed in Back Office – Update Patrons – Global Update*

*Student*

*Faculty and Staff*

*Student*

*Library Volunteer/Parent*

*Student Grade K*

*Student Grade 1*

*Student Grade 2*

*Student Grade 3*

*Student Grade 4*

*Student Grade 5*

*Student Grade 6*

*Student K-1*

*Student K-2*

*Student 2-3*

*Student 3-5*

*Student 3-6*

*Student 4-5*

*Student 4-8*

*Library Administrator*

*Library Use – Display*

*Library Use – Hardware*

*Library Use – Teaching Material*

*On Repair*

*The following patron types should probably not be used:*

*Room – Use teacher name.*

*Schools – Check out to teacher librarians or students at other schools.*

*Lost Items – Use Destiny’s Lost Items features.*

Do not get ***Patron Type*** confused with ***Access Level*,** which refers to what a patron can see and do (searching and managing the catalog and/or patrons.) A patron’s Access Level determines which Destiny pages the user can view and the options that are available on those pages, the transactions they can perform (if any), their ability to extract information from, or alter, the patron or bibliographic database.

Destiny provides six default access levels: Administrator, Guest, Library Administrator, Patron (student), Staff, and Teacher. You can edit any of them, delete Patron, Staff, or Teacher, or create new access levels. If you belong to the Administrator access level, you can change the Access Level for any individual patron from the Edit Patron page.

About the Guest access level:

Guests are users who do not log in; they do not have user names or passwords. A Guest would be anyone who can reach Destiny’s web site. By default, Guests are always able to search the catalog.

**Students who do not have a user name or password can always search the catalog as Guest.**

**Destiny Library Basics**

**Checking in a book with scanner**

1. Open Circulation in Destiny.
2. Select **Check In** on the side toolbar.
3. Scan book with scanner.
4. Check screen for successful transaction.

**Without scanner**

1. Open Circulation in Destiny.
2. Click on **Check In** on the side toolbar.
3. Type in the title or barcode of the book, then http://destinyhelp.fsc.follett.com/robo/projects/destiny/go.gif
4. This will return you to the Check In screen.
5. Book will be checked in.

**Checking out a book with or without scanner**

1. To check out a copy, open Check Out in Circulation.
2. Scan the patron's barcode in the **Find** box, or type it in and click http://destinyhelp.fsc.follett.com/robo/projects/destiny/go.gifor press Enter
3. This will return you to the Check Out screen.
4. Scan or type the book’s barcode and check screen.

**Find patron**

To find a patron, on a Circulation screen, look for find patron or find patron2, or 

Enter the patron’s barcode, or, if you don't have a barcode, enter the patron’s first or last name (or part of a name, followed by \*.) Then select the correct name from the resulting list. ***To look up patrons from other schools in the district, on the Circulation, Check Out screen uncheck the box that says Only my patrons.***

**Add patron**

In Back Office, select Add Patron. Remember to save your entry.

**Add title**

In Catalog, open Add Title to create a new bibliographic record.   
Because there may be an existing record in a district collection, Alliance Plus Online, or a Z39.50 server that would meet your needs or require only minor modifications, you can also search for a record. If you do not find the title, click Add the Title (in the upper right corner) to create a new record from scratch.  
If you find it and it's already in your collection (http://destinyhelp.fsc.follett.com/robo/projects/destiny/home_red.gif), click its http://destinyhelp.fsc.follett.com/robo/projects/destiny/detailsover.gif, then click http://destinyhelp.fsc.follett.com/robo/projects/destiny/edittitle.gif, if necessary.  
If it's from Alliance Plus Online (http://destinyhelp.fsc.follett.com/robo/projects/destiny/aplus.gif) or a Z-Server (http://destinyhelp.fsc.follett.com/robo/projects/destiny/zrecord.gif), click http://destinyhelp.fsc.follett.com/robo/projects/destiny/savetitle.gif, then http://destinyhelp.fsc.follett.com/robo/projects/destiny/edittitle.gif, if necessary.

**Add copy**

In Catalog, search for a title in Add Title. On the Search Results page, locate the title and click its http://destinyhelp.fsc.follett.com/robo/projects/destiny/detailsover.gif. Select the matching title (record), then click on add copies. Remember to Save when finished.

**Title Peek**

Catalog includes a feature called **Title Peek**. Students can “see” the cover of the book on-line and catalogers can sometimes match records by cover images.

**Calendar**

Add dates when library is closed or special events to calendar.

To set up the calendar, open the Calendar / Hours page in the Back Office.

**Reports**

In Back Office, select Reports on the sidebar. You will find three tabs: 

Click on Library Materials or Patrons to choose existing reports on such topics as:

* barcode and spine labels
* bibliographies
* call number reports
* checked out/overdue reports and notices
* collection or library usage statistics
* reading program reports
* lost copies

If you need to create your own report (with special parameters), go to Report Builder and follow the setup screens.

Once you tell Destiny to run a report, your report goes to and can be viewed (or deleted) in the Job Manager.

**LIBRARY POLICIES relating to loan periods, checkout limits**

**(find in Back Office):**

**Patron Types**

Patron Types are classifications of patrons that allow you to set up different loan policies for different types of patrons. You can also limit reports and notices by Patron Type. In addition, Destiny maintains circulation statistics based on Patron Types.

The Patron Types you create are also important for statistical and reporting reasons. The Checked Out/Overdue Materials & Unpaid Fines Report, Patron Statistics Summary, Patron Barcode Labels, Patron ID Cards, and Patron Name List can all be limited according to Patron Type.

You assign a Patron Type to a patron when you add or import a patron record. **You can then use Patron Types for global editing and updating of patron records.**

**Circulation Types**

Circulation Types are classifications of library materials that allow you to set up different loan policies for different types of materials or for different patron types. **You can also limit reports and notices by Circulation Type.**

Using Circulation Types allows you to assign different lending periods to each Patron Type Patron Types are classifications of patrons that allow you to set up different loan policies for different types of patrons. You can also limit reports and notices by Patron Type. In addition, Destiny maintains circulation statistics based on Patron Types.. For example, a circulation type of "Reference" could have a lending period of 0 (zero) days for students and 5 days for faculty.

You can create any number of Circulation Types such as Overnight, New Books, or In Library Use Only. You can change a copy's Circulation Type at any time on the Edit Copy page (reached from AddTitle in the Catalog).

Destiny assigns the default Circulation Type The default Circulation Type, defined in Library Policies, is used by Import and by Add Copies. If an incoming copy record has no Circulation Type, Import assigns the default Circulation Type. When in Add Copies, the default type appears in the record. You can always edit a copy's Circulation Type and change the default Circulation Type. to a new copy whenever you add or import one. You set up the default Circulation Type when editing loan policies in the Circulation Type View.

**Reading Programs**

**Finding books in a reading program**

To limit searches to books in reading programs, you must first activate the service and enable the search limiters.

Accelerated Reader or Reading Counts! If your library participates in the Accelerated Reader or the Reading Counts! program, your patrons can search for materials by reading level and/or quiz points.

1. After entering your search terms in Basic or Power Search, select the program from the **Search Reading Programs** list.
2. Next to **Reading Level**, enter a reading level range in the **From** and **to** boxes.
   * If you leave both boxes blank, you'll get books for all reading levels.
   * If you leave the **From** box blank and enter a reading level in the **to** box, you'll get all the books from 0 up to that reading level.
   * If you enter a reading level in the **From** box and leave the **to** box blank, you'll get all the books from that level up to level 20.
3. Next to **Point Value**, enter a point value range.
   * If you leave both boxes blank, you'll get books with *any* point value.
   * If you leave the **From** box blank and enter a point value in the **to** box, you'll get all the books worth from 0 points up to what you entered.
   * If you enter a point value in the **From** box and leave the **to** box blank, you'll get all the books with point values from that number up to the maximum.
4. In Power Search, click Searchwhen you are done.  
   In Basic Search, click a search button:

If you didn't enter anything in the **Find** box, or you entered a keyword, click Keyword.

If you entered a title word in the **Find** box, click the Title button.

If you entered an author's name in the **Find** box, click the Author button.

If you entered a subject word in the **Find** box, click the Subject button.

If you entered a series' word in the **Find** box, click the Series button.

The search results include the titles, within the ranges you entered, for which your library has quizzes.

***Note: I have written, and continue to add to the list, instructions for other tasks you will need to perform, such as the Inventory process or how to program a barcode scanner. These are specific to our district and hopefully more user friendly (and a lot shorter!) than what Follett offers in its online manual. If you don’t see what you need on the How To page of my website*** [***http://ex.susd.org/aleggat/howto.htm***](http://ex.susd.org/aleggat/howto.htm)***, give me a call or visit the*** [***Follett support website***](http://www.fsc.follett.com/clientsupport/login.cfm?referringpage=/secured/searchable/index.cfm) ***(requires a one-time registration.)***

**Additional Notes for Returning Destiny Librarians**

*Notes from Sharon regarding global update of students:*

|  |
| --- |
| **Destiny Patron Data**  The Destiny patron update does not *delete* patrons. Any students who have withdrawn from the district will continue to be in your database until *you* delete them.  High schools may delete the class of 2007. Use global delete.  All Schools should remove last year’s homeroom data.  Back Office – Update Patrons - Global update  For every patron whose patron type = student  Change Homeroom to: *leave space blank*.  For every patron whose patron type = student  Change Teacher to: *leave space blank*    When patrons are updated, only those students still enrolled in a Scottsdale school will be assigned homerooms. You will be able to delete the students without homerooms after running a report of all patrons. |

**Destiny 8.5**

On July 31, 2008, Brandon Grimm, our district network engineer for Destiny, updated SUSD’s version of Destiny from 8 to 8.5. Here are some of the more interesting features of the update:

1. The most important feature of the 8.5 update is Destiny Quest. Students can choose either Library Search (“the old-fashioned way”) or Destiny Quest, “a visually engaging library search interface designed to appeal to the 21st century learner.”

Follett describes its new product:

***Exciting, visually rich interface:*** *Larger, colorful cover title images\* and dynamic drag-and-drop action enable students to navigate easier and find resources faster.*

*•* ***Rate and rave:*** *Destiny Quest lets students, teachers or staff give star ratings and text ratings to books and submit reviews—including audio or video uploads—and read the reviews of others.*

*•* ***New “My Info” space:*** *Students can bookmark and store information sources they like in a personalized space for immediate, easy retrieval whenever they are logged into Destiny.*

*•* ***Digital content support:*** *Destiny v8.5 now supports searching and cataloging of digital content. When digital content shows up in Destiny Quest search results, students* *can access the files directly with one click.*

Destiny Quest also features the library’s Top 10 books and New Arrivals. Students can easily create a My List of books, and can go to a bookshelf view of the books surrounding the ones brought up on their search.

Digital content can be added to the catalog, students can recommend titles to others, or suggest items they would like to see in a collection.

2. Librarians will like these features:

* With Destiny 8.5 come 65 FREE e-books from Follett (to be selected by librarian)

Click on Catalog, Add Title screen for info.

* Ability to edit student comments/reviews
* Font size options for printing spine labels
* Option of not counting days library is closed when calculating due dates
* View Ranges of Available Unused Barcodes
* Specify and track barcode ranges that have been assigned to specific vendors
* Reset Lost items even when not running Inventory
* Report circulation statistics by date range
* “No Copies” Icon Removed from WebPath Express Search Results to alleviate confusion
* Other features (log in to view): <http://www.follettsoftware.com/ezform/index.cfm?eventid=55&urlRef=destiny85>

**Destiny FAQ**

Q: What to do when student moves to another school in district?

A: Ask Ann or Sharon to make the change; records go with student. See Follett notes on this subject below:

*What happens when I move a patron from one site to another?*

*When a District Patrons Manager moves a patron from one site to another, Destiny takes the following actions:*

* *Destiny alerts you if the barcode number is already in use at the new site. If so, you'll need to enter another barcode number.*
* *Checkouts are retained on both the patron and copy records.*
* *Fines remain charged to the patron.  
  They are not, however, payable at the new site.   
  They must be paid, waived, or deleted at the site where they were incurred.*
* *Checkout history goes with the patron.*
* *Holds and reserves are deleted.*
* *All of the circulation statistics for the patron appear in the Patron Statistics Summary and Patron Statistics - Historical reports when generated for the patron's new site.*

Q: I don’t remember how to update (edit) my webpage.

A: Open Contribute contribute and click on Connect. Browse to the page you want to change, and click on Edit Page. Once you have made your changes, Save and click Publish.

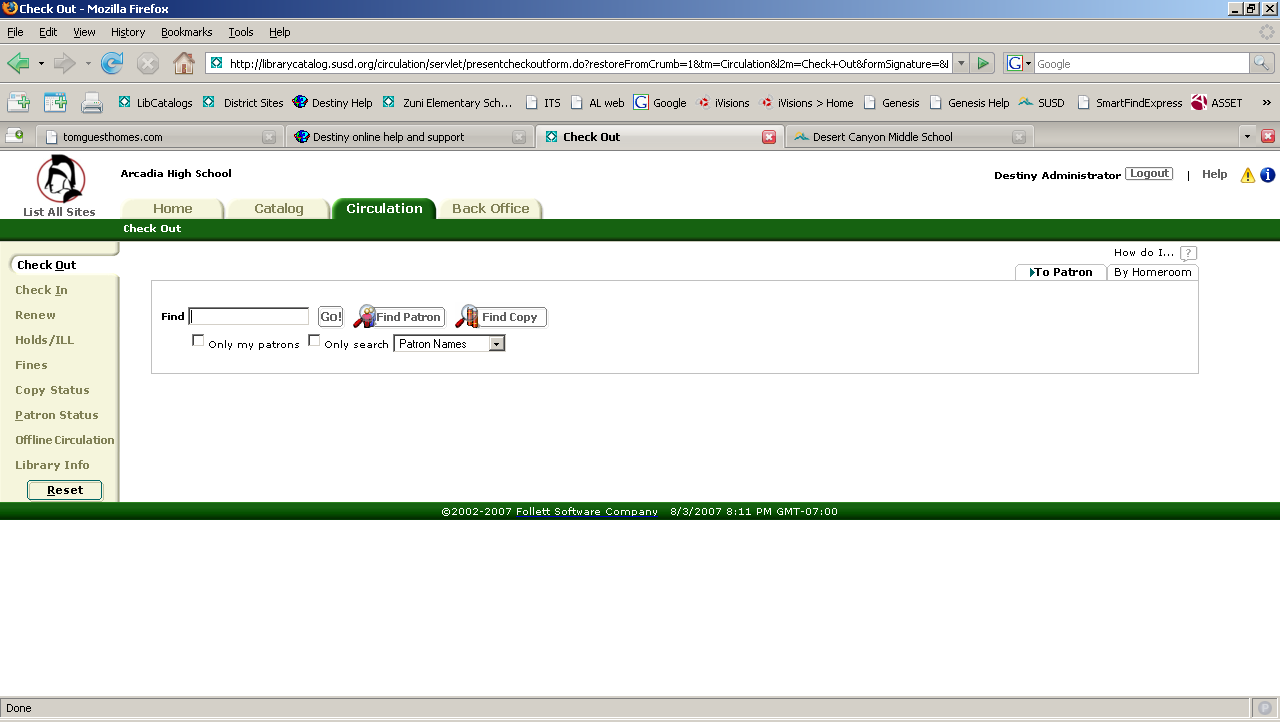
Q: I can’t find my Destiny site customer #.

What about my Site #?

A: Destiny site customer numbers can be found in Back Office, Site Configuration, Site info. The site # is the 3-digit number that identifies your library catalog and is seen when you hover over your site name on the district library catalog page.

Q: How can I check out library materials to someone at another school?

A: Uncheck the box on the Check Out screen that says “Only my patrons”, as shown below:

 Rev 8/08 AL